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Policy Document Approver	Academic Board
Responsible Body	Academic Board
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Superseded documents	None
Related documents	<i>Affiliated College Campuses with Collaborating Organisations Policy</i> <i>Affiliated College Changes Policy</i> <i>Field Education Policy</i> <i>Orientation Program Rules</i> <i>Quality Management Policy</i> <i>Representations Rules</i> <i>Unit Delivery Rules</i>
Related HE Standards	1.3.6, 2.1.1, 2.1.3, 2.3.1-5, 2.4.1-4, 3.3.1, 3.3.3, 3.3.4, 5.4.1.
Student Lifecycle Stage/s	Learning stage

1. PURPOSE

To define and specify the rules for delivery locations and other learning sites for Affiliated Colleges of the Australian University of Theology (AUT).

2. DEFINITIONS

Definitions for any words in **Bold** in this document can be found in the [Policy Glossary](#). The first instance of each defined term has been outlined in bold.

3. SCOPE

This policy applies to all physical locations where AUT courses and units are delivered by Affiliated Colleges. It extends to both the delivery of AQF and non-AQF courses of AUT.

4. POLICY STATEMENT

This policy defines types of delivery locations and learning sites and the requirements for each that must be adhered to by Affiliated Colleges in delivering AUT courses and units. The policy supports the AUT in ensuring its students have a high-quality educational experience including a suitable learning environment with access to learning resources and support services. The policy also supports the AUT's reporting of academic data to the government. For all delivery locations and learning sites, **Affiliated Colleges** are required to take all reasonable steps to secure the safety and well-being of students.

5. PRINCIPLES

Delivery locations

- 5.1 A delivery location is a technical term used by DoE and is defined as the primary physical location from which a unit of study is delivered. A delivery location may be in Australia (on-shore) or overseas (off-shore).
- 5.2 A delivery location is a place where teacher directed learning activities contributing to an AUT course or unit take place. AUT reports to DoE the postcode of the



delivery location for each scheduled unit.

5.3 Delivery locations do not include locations where field education and units in context take place. Nor do they include learning hubs.

5.4 There are three (3) types of delivery location:

Main campus

5.4.1 The main campus is typically the location where the largest on-campus student cohort attends for course delivery. It is often where the central administration of the Affiliated College is located, but central administration may be located at a different site.

5.4.2 The property on which the main campus is located is either owned or leased by the Affiliated College or its parent legal entity.

Secondary campus

5.4.3 A secondary campus is a delivery location operated by an Affiliated College on property either owned or leased by the Affiliated College or its parent legal entity.

5.4.4 Some faculty and/or administrative staff of the Affiliated College are usually based at the secondary campus and students will access some or all of the available learning resources and student wellbeing support staff at the location.

5.4.5 A secondary campus may or may not have a course delivery focus distinct from the main campus. An Affiliated College may have more than one secondary campus.

Extension campus

5.4.6 An Extension campus is a delivery location separate from the main campus or secondary campus, which is leased by an Affiliated College for the delivery of AUT units, with access to the site typically limited to the time period relevant to the delivery of a unit(s).

5.4.7 Students attending an extension campus for unit delivery will be permitted to access physical learning resources and support services through the main campus or a secondary campus, but it is expected that students studying at an extension campus will have access to learning resources and support services online or remotely provided by the Affiliated College.

5.4.8 A Collaboration Campus, as defined in the *Affiliated College Campuses with Collaborating Organisations Policy*, is an Extension campus with additional requirements. A Collaboration Campus must meet the requirements of the *Affiliated College Campuses with Collaborating Organisations Policy* as well as those of this *Delivery Location and Learning Sites Policy*.

5.5 Other distinctives and requirements for each type of delivery location are stated in *Appendix 1 - Delivery location distinctives and other requirements*.

Learning sites

5.6 A learning site is not categorised as a delivery location and is not reported to DoE for scheduled units. There are three (3) types of learning site:



Field education site

- 5.6.1 A field education site is the primary location at which the learning experience in a field education unit takes place.
- 5.6.2 Typically, the location is not owned, leased by an Affiliated College.
- 5.6.3 The direction in learning experiences is provided by a field education supervisor and the unit is administered from either the main campus or a secondary campus, which is the delivery location.
- 5.6.4 The *Field Education Policy* provides further information about field education learning, facilities and locations.

Units in context site

- 5.6.5 A units in context site is a learning site where the learning experience of students enrolled in a units in context unit takes places.
- 5.6.6 Such units will typically include multiple learning sites which are externally owned and operated or may be public access locations.
- 5.6.7 The delivery location is the main campus or secondary campus from which the unit is administered.

Learning hub site

- 5.6.8 A learning hub site is a learning site separate from the main campus or secondary campus which is leased by an Affiliated College to facilitate learning activities which supplement the main delivery of a unit, which takes place at the delivery location.
 - 5.6.9 Such activities may include tutorials or teacher-facilitated student interaction in learning experiences.
 - 5.6.10 If a unit is delivered in off-campus mode, physical attendance at a learning hub site must be genuinely optional for students and the activities at the learning hub site must either be available for students to participate in online, or an equivalent activity be made available to students who choose not to physically attend the learning hub site.
 - 5.6.11 The delivery location for the unit is the main campus, secondary campus or extension campus at which the greatest amount of unit delivery takes place.
 - 5.6.12 Approval of a learning hub site requires the submission and approval of a customised minor change form.
- 5.7 Other distinctives and requirements for each type of learning site are stated in *Appendix 2 – Learning site distinctives and other requirements*.

Other general principles

- 5.8 Affiliated Colleges must use the terms 'extension campus' and 'learning hub' when representing course or unit delivery which will involve such locations. Otherwise, the terms of this policy may be used at the discretion of Affiliated Colleges.
- 5.9 The delivery location is recorded in Paradigm for all scheduled units.
- 5.10 The monitoring of student outcomes for quality assurance processes will include



consideration of the impact of the type of delivery location. The Academic Quality Committee has oversight of this monitoring and quality concerns are reported to the Academic Board.

6. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1	Academic Board	02 May 2022	02 May 2022	New Policy
2	Academic Board	20 October 2023	20 October 2023	Minor editorial updates; reference to non-AQF courses and the approval process for sites where delivery relates only to AUT's non-AQF courses
3	Vice-Chancellor	June 2025	June 2025	New policy format, minor editorial updates to implement university status.

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APPENDIX 1 - DELIVERY LOCATION DISTINCTIVES AND OTHER REQUIREMENTS

The table below sets out the distinctives and other requirements related to the delivery location types.

Key: A = main campus / B = secondary campus / C = extension campus* / D = extension campus only delivering non-AQF courses *

Type	Approval	Course/unit delivery	Learning resources	Student support	Incident management	Orientation	Quality assurance	Admission, enrolment, course advice	Safety & security	Representations & marketing	Reporting to AUT
A	Affiliation Agreement/Major Change	Course & unit	Available at main campus	Available at main campus	Coordinated by main campus	Available at main campus	Through main campus	Through main campus	Ensured by main campus	Oversight by main campus	Oversight by main campus
B	Major Change	Course & unit	At least partly at secondary campus	At least partly at secondary campus	Coordinated by main campus	At secondary campus	Through main campus	Through main campus or secondary campus	Ensured by main campus	Oversight by main campus of any independent website or materials	Oversight by main campus
C*	Major Change	Course & unit	At main/secondary campus	At main/secondary campus	Coordinated by main campus	At main/secondary campus	Through main campus	Through main campus or secondary campus	Ensured by main campus	Oversight by main campus. No independent website or materials	Oversight by main campus
D*	Minor Change	Course & unit for non-AQF courses	At main/secondary campus	At main/secondary campus	Coordinated by main campus	At main/secondary campus	Through main campus	Through main campus or secondary campus	Ensured by main campus	Oversight by main campus. No independent website or materials	Oversight by main campus

* Extension campuses which are also Collaboration Campuses have additional requirements as stated under the *Affiliated College Campuses of Collaborating Organisations Policy*.

APPENDIX 2 - LEARNING SITE DISTINCTIVES AND OTHER REQUIREMENTS

The table below sets out the distinctives and other requirements related to the learning site types.

Key: A = field education site / B = units in context site / C = learning hub site

Type	Approval	Course/unit delivery	Learning resources	Student support	Incident management	Orientation	Quality assurance	Admission, enrolment, course advice	Safety & security	Representations & marketing	Reporting to AUT
A	Process internal to colleges, with approval by the affiliated college Academic Dean	Unit	At main/ secondary campus	At main/ secondary campus	Coordinated by main campus	At main/ secondary campus	Through main campus, includes the AUT Fieldwork Supervision Survey	Through main campus or secondary campus	Ensured by main/ secondary campus	Oversight by main campus. No independent website or materials	Oversight by main campus
B	Process internal to colleges, with approval by the AUT Vice-Chancellor for each instance	Unit	At main/ secondary campus	At main/ secondary campus	Coordinated by main campus – specific critical incident management plan developed	At main/ secondary campus	Through main campus	Through main campus or secondary campus	Ensured by main/ secondary campus	Oversight by main campus. No independent website or materials	Oversight by main campus
C	Minor Change (customised)	Unit	At main/ secondary campus	At main/ secondary campus	Coordinated by main campus	At main/ secondary campus	Through main campus	Through main campus or secondary campus	Ensured by main/ secondary campus	Oversight by main campus. No independent website or materials	Oversight by main campus